



# **DIOCESE OF DOWN AND CONNOR**



## **Review of the The Diocese of Down and Connor Safeguarding Vulnerable Adults Strategy**

**May 2014**

**Best Practice in Safeguarding and Protecting  
Children, Young People, Vulnerable Adults  
and the Adults who work with them**

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## **SAFEGUARDING VULNERABLE ADULT STRATEGY UPDATE**

The Diocesan Safeguarding Office was commissioned by Bishop Treanor in December 2011 to develop a strategy for safeguarding vulnerable adults.

A small multi-disciplinary working sub- group was established comprising representatives from the statutory sector (HSCB), the Voluntary Sector (Fold Association), SPRED (a Diocesan Organisation whose work has substantial involvement with vulnerable adults), PSNI, Diocese of Armagh, Diocesan Clergy, Diocesan Youth Commission and the Safeguarding Office, to oversee this project of work.

An action plan of the tasks and timescales was set out on page 8 of the Strategy document.

The Diocese endorsed the new *Safeguarding Vulnerable Adults Policy and Procedures* in December 2012 and launched it via leaflet distribution across the diocese in April 2013.

The new training programme, *Safeguarding Vulnerable Adults Information Session* was developed and piloted in October 2012 and VST teams were briefed in the new *Facilitators Pack* between October 2012 and January 2013.

The rollout of training by VSTs, commenced in January through to June 2013, after which, the training was evaluated by the Safeguarding Training and Development personnel. It was, as a result of the evaluation and, one of the recommendations from Dr Devanney's Review Report (July 2013) that structural changes in our safeguarding system were required. These are discussed further on page 3 of this review.

### **STRATEGIC AIM AND OBJECTIVES**

**The Strategy set out the aim and 6 key objectives which were as follows:**

#### **Aim:**

To implement a Safeguarding Vulnerable Adults strategy which ensures that all vulnerable adults who receive services from the Diocese of Down and Connor, are safe and protected, and that all Diocesan personnel carry out their work with vulnerable adults by ensuring that the adult's safety and welfare is a priority at all times.

**Strategic Objectives: By the end of the project we will:**

#### **Objective One**

- 1. Have developed Policy and Procedures in Safeguarding Vulnerable Adults applicable to all Diocesan personnel**

#### **Objective Two**

- 2. Have identified and agreed the structures required to enable the implementation of the Policy and Procedures**

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### **Objective Three**

- 3. Have identified the training needs of Diocesan personnel, the target audience and the training required.**

### **Objective Four**

- 4. Have developed new training materials for identified target groups**

### **Objective Five**

- 5. Have developed a Communications Strategy for the implementation of the Policy, new training materials and the training plan**

### **Objective Six**

- 6. Have developed a plan for monitoring and reviewing the Policy and training plan**

To ensure the effective implementation of the strategy, a Communication Plan was drawn up and circulated to all key personnel in the diocese. This outlined for all personnel, the strategy action plan to ensure that all involved in the Diocese were made aware of the new Safeguarding Vulnerable Adults Policy and, its relevance and implications for clergy, staff and volunteers across the diocese.

One of the key outcomes of the strategy was the need for the Safeguarding Office to review the existing structures regarding the remit of the Child Care Committees (CCCs) and the management and delivery of training at parish level by Vicariate Support Teams (VSTs).

In order to facilitate the implementation of the new Safeguarding Vulnerable Adult Policy and the roll out of a new training programme, the Child Care Committees were renamed in October 2012 and are now referred to as Parish Safeguarding Committees (PSCs). The purpose of this change was to broaden and consolidate their remit to ensure that safeguarding systems/ practice for both children and vulnerable adults at parish level would be addressed.

The VST system was restructured as follows:

- Management of and coordination of training to become the responsibility of the Safeguarding Office Training and development personnel
- VST teams to be dismantled and a “Pool” of Vicariate Safeguarding Facilitators (VSFs) created. The “Pool” of VSFs will be available to deliver training across the diocese and coordinated by the Safeguarding Office personnel.
- Joint Safeguarding Vicariate Support Meetings (Chaired by the Safeguarding Office) will take place bi-annually (May and December) in each vicariate to address safeguarding practice issues, plan training dates and gather data from each parish.

This is further discussed in the Review of the Action Plan (see FIG 1)

As outlined in the Strategy document, a review of the Strategy was a key component and required to be carried out by the Diocesan Safeguarding Committee.

It was agreed at the Diocesan Safeguarding Committee meeting held on 19<sup>th</sup> March 2014, that Catriona Rooney, would undertake the review and the review report would be available for the committee at their next meeting in May 2014.

The review process consisted of the Safeguarding Office Development Consultant gathering information and producing evidence in relation to the action plan (Fig1), meeting with Catriona Rooney and agreeing a report of the findings for the Diocesan Safeguarding Committee.

The outcomes and identification of new priorities for the strategy are highlighted in the Review of the Action Plan in a colour code representing the following:

- Colour Green**    **Completed**
- Colour Amber**    **Work in progress**
- Colour Red**    **Not undertaken**

## REVIEW OF SAFEGURDING VULNERABLE ADULT STRATEGY (ACTION PLAN) May 2014

**Figure 1: Review of Action Plan**

<b>ACTION / TASK</b>	<b>WHO</b>	<b>HOW</b>	<b>COMPLETION DATE(S)</b>	<b>REVIEW/ OUTCOME</b>
Diocese of Down and Connor Safeguarding Vulnerable Adult Strategy written (Final Copy)	Development Officer Small Multi-agency working Group Safeguarding Training and Development Reference sub-group	Research Existing materials Consultation exercise from other sectors Small group working	July 2012	Completed
Diocesan Safeguarding Vulnerable Adults Policy and Procedures developed (Final Copy)	Development Officer Small Multi-agency Working Group Safeguarding Training and Development Reference sub-group	Research Existing policies Consultation with other sectors/ churches DHSS&PS Document Small Working Group Feedback Consultation with Local Adult Safeguarding Panels (LASPs)	September 2012	Completed
Printing/ publication of Policy arranged and completed	The Safeguarding Office	Safeguarding Office undertook the printing of policy and new training packs for VSTs	Autumn 2012	Completed

Launch of new Policy arranged and completed	Nicholson and Bass Printing Company commissioned to produce new Summary Guide Leaflets of the Safeguarding Vulnerable Adults Policy	Decision to distribute Summary Guide leaflets of the New Policy across the diocese at all Masses and sent to key partners/ stakeholders in the statutory sector, the NBSCCCI, the wider Diocese and other Northern Dioceses	April 2012	Summary Guide Disseminated
Communication of the new Policy in accordance with communication plan, completed.	Safeguarding Office personnel	Communication Plan disseminated to all key safeguarding personnel and uploaded to Safeguarding Office website	June 2012	Completed
Training Needs Analysis Completed	Safeguarding Office personnel- Development Officer and Training Officer	Parish Self Audits Open Evenings VST Chair Meetings VFs Meeting Feedback from Training programme Evaluations	February 2012	All tasks completed
New Safeguarding Vulnerable Adult Information Session developed  (Final copy)	Development Officer Safeguarding Training Officer Small multi agency working group Safeguarding Training and Development Reference sub-group	Existing training in other churches/ sectors The gaps identified in Self Audits Consultation with VFs Consultation with VSTs and CCCs Consultation with LASPs	Autumn 2012	All tasks completed
Pilot Session delivered and evaluated	Training Officer	Participants identified by Training Officer	September 2012	Completed

Safeguarding Vulnerable Adults Information Session Confirmed internally	Development Officer	Safeguarding Commission Safeguarding Training and Development Reference sub-group	October 2012	Completed
Briefing Session For VST facilitators developed	Development Officer Training Officer	3 Briefing Sessions arranged and delivered to VSTs	October 2012	3 Sessions Completed- Oct, Dec 2012 Feb 13
Training Plan for delivery of New Safeguarding Vulnerable Adult Information Sessions forwarded to all Parishes, VSTs, VFs	Training Officer and VSTs	Two Information sessions planned per vicariate and delivered between November 2012 to June 2013 (Total 24 sessions delivered across Diocese)	November 2012	Completed NB: 2 sessions targeted per Vicariate – all bar 2 vicariates, delivered. 30% did not avail of the training for a number of reasons. These will be addressed by the Safeguarding Office Training and Development personnel and the new management arrangements in place as of 1 May 2014
Safeguarding Annual Training Calendar for Down and Connor 2012-2013 Developed	Development Officer and Training Officer	Available on Safeguarding Office Website	September 2012	Completed
Parish Safeguarding Committees informed of the training plan	Director of Safeguarding/ Development Officer	Email/ letter	November 2012	Completed
Resource Pack reviewed and	Development Officer	Original pack produced in April 2011, 2 <sup>nd</sup>	January 2013	Not Completed

updated to include New Vulnerable adults Policy materials	Safeguarding Training and Development reference Sub- group	revision of Pack occurred in October 2013. This still requires to be revised in line with other diocesan safeguarding documentation		
Associated forms relating to vetting, and other Safeguarding Forms reviewed and updated to accommodate Safeguarding Vulnerable Adult issues.	Development Officer  Safeguarding Training and Development reference Sub- group	On-going Review process	January 2013	Some completed – Access NI forms updated, associated NDVO vetting forms updated, External Club Audit Checklist form updated, The Resource Pack for Parishes, revised (Oct 13). Documents to be updated, include the Role and function of PSCs (Module 1) and Recruitment and Selection of staff and volunteers (Module 2) Training Packs. And associated Training Power point presentation.  Any additional documents produced will include reference to Safeguarding Vulnerable adults

Safeguarding Office Website updated and parishes informed of updates to forms	Development Officer	Via the Quarterly Newsletter Update Website – divided into sections -adults and children	2012	Completed
Consultation with Regional Child Protection Education, Training and Audit Sub Group to ascertain the process for verifying training materials	Safeguarding Training Officer	As a representative member of this group	TBC	<p>Pack shared with representative on the Southern Trust Local Adult Safeguarding Panel and referenced positively in their 11-13 Annual Report</p> <p>We are waiting on information from the SBNI regarding new arrangements for the audit and monitoring of safeguarding training and education in Northern Ireland and how Safeguarding Office might access any new verification/ endorsement arrangements regarding our training materials</p>

May 2014